User's Guide
Maintenance and Repair Data (Revised July 2006)

> Agencies can enter various levels of detail for maintenance and repair. At a minimum, agencies are required to enter the maintenance and repair date and cost. The M & R Detail Button provides a systematic method of capturing detailed data (more information is available in the next few pages of this section).
>
> **Reporting Requirement:** Recommended monthly but at a minimum quarterly. Quarterly deadlines are set at one month past the end of the quarter as indicated below:
> > 1st Quarter, July 1 – September 30: Deadline is October 31
> > 2nd Quarter, October 1 – December 31: Deadline is January 31
> > 3rd Quarter, January 1 – March 31: Deadline is April 30
> > 4th Quarter, April 1 – June 30: Deadline is July 31

- ➢ **Fiscal Year –** defaults base done maintenance or repair date entered.
- ➢ **M or R Date** – equals the actual invoice date or service date OR the last day of the month in which you are reporting
- ➢ **M or R City** – optional field. Select the list button to choose a city.
- ➢ **Invoice #** - optional field to enter the vendor invoice number
- ➢ **Preventative Maintenance Indicators:** Select PM 1, PM2, or PM3 as appropriate. These PM indicators as well as the odometer reading on this screen are used to generate preventative maintenance email reminders to the Primary Maintenance Contact on the Assignment Data screen. Click on the **View PM Level Details** button on the right side of the screen to view services included in each PM.
- ➢ **Odometer Reading** – Required when a Preventative Maintenance Indicator is selected. Enter the odometer reading when the repair or maintenance occurred.
- ➢ **Cost Data** – the only required field is the M & R Total. Agencies can break out cost between maintenance and repair.
- ➢ **M or R Notes**: Text field to enter a description of the maintenance or repair. OA Vehicle Maintenance work performed will appear in this field if the service date is prior to August 1, 2006.
- ➢ **OA Vehicle Maintenance Labor Details**: Repair description will appear in this field for service performed after August 1, 2006.
- ➢ **Vendor Name**: optional

*Fields shaded in gray are part of the August 1, 2006 upgrade

Maintenance and Repair Data Detail

M and R Detail – select this button to enter detailed information on maintenance and repair records.

The M & R Detail Record allows agencies to enter as much detailed information as they wish. VMRS (Vehicle Maintenance Reporting Standards) coding from the Technology & Maintenance Council of the American Trucking Association (ATA) will be used to record detailed information in a consistent fashion. VMRS coding is an industry standard. The following is an excerpt from materials published by the ATA:

> *"Since 1970, the purpose of VMRS has been to provide a vital communication link between maintenance personnel, computers and management. It establishes a "universal" language for fleets, original equipment manufacturers' (OEMs), industry suppliers, computers, and those people whose responsibility it is to specify, purchase, operate and maintain equipment."*

All of the detail record fields are optional. There are many possible values for each of these fields so for explanation purposes only a few examples are given below.

Here is an example of how these codes could be used if a driver reported problems with the brakes:

Reason for Repair: Driver's Report
Work Accomplished: Replace
System: 013 Brakes
Assembly: 001 Front Brakes and Drums
Component: 015 Front Brake Lining

- ➢ *M & R System*
  A three-digit descriptor code to identify the system involved. Examples of system codes are brakes, tires, transmission, and exhaust system.

- ➢ *M & R Assembly*
  Provides additional capability to further define the system code. For example, if the system code for brakes was selected, you could further classify the assembly to front brakes and drums. The assembly code cannot be entered without selecting a system code.

Maintenance and Repair Data Screens

➢ **M & R Component**
   Considered to be a universal identifier or generic term for the part.
   Example: front brake lining. The component code cannot be entered
   without selecting an assembly code.

➢ **M & R Reason for Repair**
   Examples: Driver's Report, PM, Inspection, Accident, Theft, Warranty,
   Vandalism, Act of God

➢ **M & R Work Accomplished**
   Examples: Adjust, Clean, Replace, Inspect, Install, Towing, Repair, PM
   Level A-0